

DEARBORN PUBLIC LIBRARY  
LIBRARY COMMISSION MEETING MINUTES  
February 16, 2018  
**Proposed**

- ATTENDEES:
- |   |           |
|---|-----------|
| ➤ Chairperson Marcel Pultorak           | ➤ Present |
| ➤ Vice Chairperson Dr. Ryan Lazar       | ➤ Present |
| ➤ Secretary/Treasurer Jihan Jawad       | ➤ Present |
| ➤ Commissioner Barth Bucciarelli        | ➤ Present |
| ➤ Commissioner Ali Dagher               | ➤ Present |
| ➤ Commissioner Michelle Jawad           | ➤ Present |
| ➤ Commissioner Arrwa Mogalli            | ➤ Absent  |
| ➤ Commissioner David Schlaff            | ➤ Present |
| ➤ Commissioner Nancy Zakar              | ➤ Present |
|   |           |
| ➤ Library Director Maryanne Bartles     | ➤ Present |
| ➤ Deputy Director Julie Schaefer        | ➤ Present |
| ➤ Administrative Librarian Steven Smith | ➤ Present |
| ➤ Department Technician Daniel Smith    | ➤ Present |

Due to inclement weather, the regular Library Commission meeting was rescheduled to February 16, 2018

## **I APPROVAL OF MINUTES**

Commission Chairperson Marcel Pultorak called the meeting to order at 4:04pm. He announced a motion to approve the minutes from the January 12, 2018 Library Commission meeting.

- Motion to approve made by Commissioner Ali Dagher, second by Commissioner David Schlaff. The motion carried.

## **II BUDGET**

Director Maryanne Bartles and Chairperson Pultorak have a meeting with the City finance director and library accountant on February 21. As of yet, there is no completed pro forma budget for the current year.

Chairperson Pultorak reported that revenue from personal property tax replacement is set to come in higher than expected.

## **III FOUNDATION UPDATE**

The Foundation is having their annual meeting on March 18. They will be electing officers, developing onboarding documents, and adjusting their bylaws. They are currently looking for more board members. President Robyn Mazza wants to make some changes in the organization's structure, but is stepping down as president in the near future.

They have reported a \$60K balance in the bank. They are looking into purchasing charging stations for Henry Ford Centennial and possibly work tables for the Youth Services division. They also want to hire a company to clean and restore the murals at Bryant.

The 2018 essay contest will be for Dearborn Public Schools K-5 teachers. Three \$1K prizes are being offered to winners. It is being promoted on the Library and the Foundation websites.

The 2017 annual appeal brought in a total of \$15,261.73. There were 163 donors; the average donation was over \$93. The all-time high was \$24K in 2015. They plan to refresh their donor list.

#### **IV INFORMATION ITEMS**

##### **A. LSTA Remote Locker**

It is close to being open. The locker itself is functional. The soft launch has been delayed to February 23, when it will be available as a pickup point. A staff person was hired to fulfill and deliver holds. A local company is designing the skin.

##### **B. Annual Report**

Director Bartles noted a typo in the 2016/2017 Annual Report. There was an error in Esper's computer count that has been corrected.

##### **C. Students and Finals Week**

Finals weeks went well, though it did prove to be labor-intensive. The staff filled two binders with permission slips and photo IDs. Administrative Librarian Steven Smith is resolving to use less paper and automate the process more for the next finals study period.

It was very busy at HFCL during this time, but it was manageable. Staff felt it was a great solution to a long-standing issue.

##### **D. Big Read Kickoff**

The kickoff is March 18 from 3:00pm to 5:00pm at the Michael A. Guido Theater at the Ford Community and Performing Arts Center. There will be several dance troupes performing.

Ninety recipes have been submitted for the cookbook and 80 immigration stories have been submitted for the community anthology. We are still taking submissions until we reach 100 for each publication.

Director Bartles and Deputy Director Julie Schaefer are working on hosting a world foods event, tentatively scheduled for April 20. They will make contact with about 30 restaurants in and around Dearborn to donate a dish. They are also looking into hiring a musician for the event.

## **V ACTION ITEMS**

### **A. Library security camera policy**

It passed legal muster after several months of review. This new policy establishes guidelines for security camera usage, and ascertains who has access to footage and to whom records may be disclosed.

- Motion to approve made by Commissioner Schlaff, supported by Commissioner Dagher. The motion carried.

## **VI COMMENTS**

Twenty people who took the library research survey have responded with interest in participating in a focus group for residents in late February.

Growth Management Consulting rescheduled their focus group with the Commission to Wednesday, March 7. They have a briefing with City Council on Tuesday, March 6. They have also consulted with Library stakeholders, school board members, and the Chamber of Commerce in preparation for their organizational assessment. The commissioners praised the diligence of Eric Craymer, the Growth Management consultant.

**The meeting adjourned at 4:37pm**